

## Exporting Reports to CSV Format

Each report can be exported in .csv (*comma separated values*) format and saved for viewing offline. CSV files can be opened any spreadsheet program, such as Microsoft Excel.

### Exporting

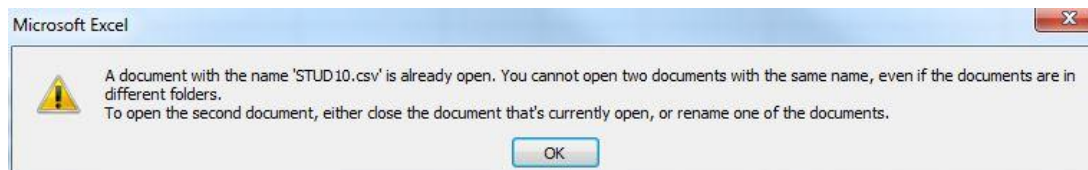
- 1) Begin the report export process by clicking the CSV button at the top of the results screen.
- 2) A message will appear at the bottom of the screen, prompting you to save or open the report.



- 3) Click **Open** to open the file without saving, or **Save** to save the file first. Either option will give you a basic, unformatted spreadsheet, as illustrated with this exported STUD10 School Enrollment report:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
SchoolCTE	SchoolNar	GradeLev	DistrictSt	StudentSt	LastName	FirstName	MiddleNa	BirthDate	Members	TrackNum	Enrollmer	StartDate	ExitCode	ExitDate	Reported	Reported	DistrictOfResidence		
00-00-00-1	High Scho	8		63423983	Apple	Saladee	Rush	7/5/1981	M		1	RD	8/7/2014	S99	#####			Unified District	
00-00-00-1	High Scho	9		24376422	Berry	Leo		#####	M		1	RD	8/7/2014	S13	#####				
00-00-00-1	High Scho	9		25394326	Baratheor	Robert	Rush	4/5/1986	M		1	RD	8/7/2014	D2	#####				
SchoolCTE	SchoolNar	GradeLev	DistrictSt	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	FTE									
SchoolCTE	SchoolNar	GradeLev	DistrictSt	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	TuitionPayer									
SchoolCTE	SchoolNar	GradeLev	DistrictSt	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	SpecialEnrollment									
SchoolCTE	SchoolNar	GradeLev	DistrictSt	StudentSt	LastName	FirstName	MiddleNa	Homebou	Homebound	EndDate									
SchoolCTE	SchoolNar	GradeLev	DistrictSt	StudentSt	LastName	FirstName	MiddleNa	AbsenceA	AbsenceR	AbsenceA	Attendance	Minutes							

**Note:** Only one CSV file can be opened at a time. Attempting to open multiple files will result in an error message. Click **OK** and either save or close the opened file. Then click the **CSV** on the results screen again to open the new file.



### Formatting

- 1) The content outlined by the red box in the example spreadsheet above (in step 3) consists of headers from the other STUD10 reports (FTE, Tuition Payer, Special Enrollment, Homebound, and Absence/Attendance). This is a known issue and will be fixed.
- 2) To remove unwanted rows, highlight them, **right click** on any of the highlighted row numbers, then select either **Delete** or **Hide**.

# ADE Quick Reference Guides

## AzEDS Reports



	Insert	Nar GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	FTE
	Delete	Nar GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	TuitionPayer
	Clear Contents	Nar GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	SpecialEnrollment
	Format Cells...	Nar GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	
	Row Height...	Nar GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	
	Hide	Nar GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	
	Unhide	Nar GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	StartDate	EndDate	
14		SchoolCTI	SchoolNar	GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	Homebou
15										HomeboundEndDate
16										
17										
18		SchoolCTI	SchoolNar	GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	AbsenceA
										AbsenceR
										AbsenceA
										AttendanceMinutes

- 3) To adjust the column widths, highlight each column (by clicking on Cell A and dragging the mouse until all the content is highlighted). **Drag** any of lines that separate the columns (indicated below by red circles). **Double click** any of the columns lines to automatically adjust all the columns to the appropriate width.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
SchoolCTI	SchoolNar	GradeLev	DistrictStu	StudentSt	LastName	FirstName	MiddleNa	BirthDate	Members	TrackNum	Enrollmer	StartDate	ExitCode	ExitDate	Reported	Reported	DistrictOfResidence		
00-00-00-1	High Scho	8	63423983	Apple	Saladee	Rush	7/5/1981	M	1	RD	8/7/2014	S99	#####	#####	#####	#####	Unified District		
00-00-00-1	High Scho	9	24376422	Berry	Leo	Rush	#####	M	1	RD	8/7/2014	S13	#####	#####	#####	#####			
00-00-00-1	High Scho	9	25394326	Baratheon	Robert	Rush	4/5/1986	M	1	RD	8/7/2014	D2	#####	#####	#####	#####			

- 4) Once adjusted, the full content will be displayed. If the data does not display correctly, such as Column O in the screen shot below, highlight the column and **double click** it for further adjustment.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
SchoolName	GradeLevel	DistrictStudentID	StudentStateID	LastName	FirstName	MiddleName	BirthDate	MembershipType	TrackNumber	EnrollmentCode	StartDate	ExitCode	ExitDate	ReportedAbsenceDays
DOC High School	8	63423983	Apple	Saladee	Rush	7/5/1981	M	1	RD	8/7/2014	S99	#####	#####	#####
DOC High School	9	24376422	Berry	Leo	Rush	11/18/2003	M	1	RD	8/7/2014	S13	#####	#####	#####
DOC High School	9	25394326	Baratheon	Robert	Rush	4/5/1986	M	1	RD	8/7/2014	D2	#####	#####	#####

- 5) To filter the ordering of results, highlight the content as shown above, then navigate to the Data tab and click **Filter**. Each column will now have a drop-down arrow. After that you can do the following:

- Decide how to order the results. For example, click on the arrow in the Last Name cell to display results alphabetically by last name, or click on the arrow in the School Name cell to list results by school. Uncheck any options you do not wish to display.
- If the column consists of numerical values, filtering options include Smallest to Largest or Largest to Smallest, as shown in the **red box**.
- If the column consists of words or letters, filtering options include alphabetically A-Z or reverse Z-A, as shown in the **blue box**.

